



CITY OF SAN ANTONIO

P. O. BOX 839966
SAN ANTONIO TEXAS 78283-3966

PLAN REVIEW BY APPOINTMENT REQUEST FORM

A PRBA shall be limited primarily to A-3, B, E, M, and S occupancies only. Plans are to be submitted a minimum of 15 working days prior to the date of the appointment. You will be notified upon approval of your request. The appointment date and date in which the plans will need to be submitted into the plans review system will be listed below.

As of October 1, 2003 there is a \$200.00 Commercial PRBA processing fee that will be collected at plan submission. This processing fee is in addition to the plan review fee; in addition there is a minimum of \$75.00 fee per hour for each division reviewing the plan. A date and time will be appointed after this form has been completed and faxed back to 210-207-6377. ****Attach the confirmation information to the building permit application when submitting the plans for COSA review****

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Project Name: _____

Project Address: _____

Project Square Footage: _____ Number of Stories: _____

Proposed Occupancy: _____ Zone: _____ Plated: ☐ Yes ☐ No

New structure: _____ Interior finish Out: _____ Exterior Renovation: _____

Brief Project Description: _____

OFFICE USE ONLY

PLAN SUBMITTAL DATE: _____ APPOINTMENT DATE/TIME: _____

PLAN REVIEW MANAGER: _____

****FAILURE TO SUBMIT THE PLANS TO COSA BY THE SPECIFIED DATE WILL RESULT IN THE RESCHEDULING OF YOUR APPOINTMENT****